



WE DELETE BLOOD CANCER

JOB DESCRIPTION

Job Title Associate – DR	Department Donor Recruitment
Reporting to Head - DR	Experience eligibility: 1+ years

About us

DKMS Foundation India is a non-profit organization dedicated to the fight against blood cancer and other blood disorders, such as thalassemia and aplastic anaemia. Our aim is to improve the situation of patients suffering from blood cancer and other blood disorders in India and throughout the world, by raising awareness about blood stem cell transplantation and registering potential blood stem cell donors. By doing this, DKMS provides patients in need of a blood stem cell transplant with a second chance at life. DKMS Foundation and DKMS, one of the largest international blood stem cell donor centres in the world. Read more about DKMS Foundation at <https://www.dkms-india.org/>

Mission: To give as many blood cancer and blood disorder patients as possible, a second chance at life.

Working Hours: 9:30am to 6:15pm

Our Culture & Values

At DKMS Asia, we are united by a life-saving mission powered by being **Open, Clear, Fair, Courageous, and Diverse**.

We foster a transparent environment where straightforward communication and equity drive every decision. By embracing diversity and acting with courage, we fuel the innovation and bold determination needed to create a global impact.

Join us in a culture that values integrity and the bold determination to delete blood cancer

Position Summary

Key Responsibilities

- Assist the planning, organizing, managing and executing of stem cell donor recruitment drives, special events.
- Assist the drive leader to work closely with patients, family and friends throughout the donor recruitment drive planning process.
- Support drive events by providing correspondence, data entry, PR support and follow-up.
- Manage timely and accurate reporting in the database system.
- Coordinate and prepare all drive-related promotional materials (flyers, posters, emailers) and donor-related registration material including registration forms, buccal swabs, etc., based on drive checklist.
- Actively supports the outreach of Donor Recruitment team to seek potential donors, volunteers and corporate partners through networking, social media, etc.
- Conducts research and compile lists of potential partners – universities, companies, Rotary / Rotaract / other Clubs/Associations, media partners.
- Maintain volunteer database.

Key Skills

- Excellent English verbal and written communication skills, spoken English, Kannada, Hindi, Odia, Bengali is an added advantage.
- Strong organizational and problem-solving skills.
- Ability to manage and motivate groups of people from different backgrounds and situations.
- Ability to work independently.
- Must be detail oriented, highly organized and able to multitask efficiently.
- Strong hands-on mentality, proactive work ethic and the ability to diligently meet targets.
- Excellent written communication skills
- Enthusiastic and passionate to learn
- Sensitivity, compassion and empathy
- Ability to work on weekends
- Willingness for field work, to travel locally and in India, based upon organization needs.
- Excellent computer skills combined with proficiency in Windows, Word, Outlook, Excel, and internet searches required.

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- Comfortable with working in an international setting.
- Aptitude in problem-solving
- Desire to work as a team with a result driven approach
- Zeal to work with an NGO for a Lifesaving cause

Qualifications:

- Any Graduate or Post Graduate / Minimum Bachelor's Degree(Preferably MSW)
- >1 year of work experience, or any combination of education and experience which would provide an equivalent background.

How to Apply

Interested candidates are invited to send their updated resume to hr@dkms-asia.com with the subject line "Application for [Job Title] - [Your Name]"

Who we are :

BE PART OF SOMETHING BIGGER. EVERY DAY.

Together, we give more patients a second chance at life.

- FUEL A LIFE-SAVING MISSION**
Your work isn't just a job; it's a direct contribution to giving blood cancer patients a second chance at life.
- GLOBAL IMPACT, LOCAL ROOTS**
Experience the best of both worlds—the agility of DKMS Asia and the reach of a powerhouse international network.
- MASTER YOUR CRAFT**
We don't just hire talent; we grow it. Benefit from continuous upskilling and exposure to global healthcare landscapes.
- CULTURE OF EXCELLENCE, NOT BURNOUT**
We push for professional brilliance while fiercely protecting your personal well-being and work-life balance.
- A SEAT AT THE TABLE**
Join a vibrant, diverse team where your creativity is valued, and your ideas actually move the needle.

DKMS WE DELETE BLOOD CANCER | You have the power to save a life.